

Dear FAFSA Filer:

As a part of the verification process, the Financial Aid Office at Ohio Valley University will need a copy of your 2019 tax transcripts. You can obtain your transcripts in one of the following ways:

* Go to [www.irs.gov](http://www.irs.gov) and click Get Transcript for My Tax Records.
* From this point you can choose to have your transcripts sent to you by mail or get the transcript online.
* You and/or your parents will need your/their Social Security Number, date of birth, and the address that was used on the 2019 tax return.
* After you sign in, make sure and request the Return Transcript. If you request to get your transcripts online, they will be available to you immediately. If you choose the mail option, please allow up to two weeks to receive the information.
* Call the IRS at 1-800-908-9946 if you need further assistance.

If you used the IRS Data Retrieval Tool when completing your FAFSA, you do not need to provide a copy of your tax transcripts.

Please note, it can take up to two weeks from the date taxes were electronically filed and eight weeks from the date taxes were paper filed for information to be available on the IRS website.

Feel free to call or email with any questions!

Sincerely,

Amanda Doak  
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